



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
POSTSECONDARY EDUCATION SPECIALIST	37	B	5.227

### DEFINITION OF THE CLASS:

Under the general supervision of the Administrator, Commission on Postsecondary Education (C.P.E.), processes licensure requests for non-degree granting postsecondary educational institutions and applications for veteran benefits; approves, monitors and evaluates licensed institutions, investigates and resolves student complaints; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Collects information from non-licensed entities for the purpose of determining whether state law requires licensure. This includes becoming aware of non-licensed entities by reviewing advertisements, through contacts with county business license departments, students and competitors of the institution, and requiring entities to furnish information concerning their operations. Reviews information and consults with the agency administrator or Attorney General's Office if necessary, issues determinations on licensure requirements. If determinations are contested, supports recommendation to the Commission on Postsecondary Education (C.P.E.) and follows through to ensure institutions either apply for a license or ceases operation.

Processes new applications and renewals for private postsecondary institution licenses from non-degree granting institutions by preparing and presenting licensure recommendations to the C.P.E., which ensures adherence to minimal standards set by law and regulation. This process includes: communicating license requirements to applicants and providing technical assistance in the preparation of required documents; examining the materials submitted by applicants including courses of study, blueprints, lease agreements, qualifications of school directors, financial statements, budget projections, and operating practices; evaluating the quality and content of educational programs, operating practices, financial soundness, and the adequacy and safety of facilities; working with other State agencies to obtain curricula or applicant evaluations; determining compliance with state laws and regulations.

Processes and approves applications for veterans' benefits and monitors approved institutions for compliance with state law and Veterans Administration's regulations. This includes: examining and evaluating courses of study, school catalogs, financial information, and operating practices to determine whether or not to grant approval for veterans' benefits; informing the Veterans Administration of approved applicants; coordinating with the Veterans Administration to determine which institutions will be scheduled for site reviews; performing site reviews of Veterans Administration approved institutions, including those within the University of Nevada System, to ensure compliance with state law and Veterans Administration's regulations and verify the accuracy of veterans' educational benefit payments; notifying institutions of deficiencies and ensuring corrections are made; and notifying the Veterans Administration of any benefit overpayments.

Conducts on-site licensee evaluations to ensure that institutions are in compliance with State statutes and regulations. This is accomplished by: determining whether the visitation should be conducted by agency staff or if the nature of the evaluation is such that a team of experts should be assembled to conduct the visitation; requiring the institution to furnish appropriate information regarding their policies and practices; coordinating, training and supervising team members for

**EXAMPLES OF WORK:** (cont.)

team site evaluations to ensure comprehensive data collection and optimize each team member's contribution; preparing or collecting site evaluation reports and evaluating the institution's compliance with statutes and regulations; determining the action required by the agency or regulatory body; and, if necessary, preparing and presenting recommendations to the C.P.E.

Evaluates and acts upon situations such as curriculum and program changes, changes of school ownership, and requests from out-of-state schools to have agents in the state by reviewing information acquired and either approving or denying the request administratively or requiring the institution to complete a formalized application and evaluation process.

Participates in investigating and resolving student complaints that are unable to be resolved between the school and students which includes: gathering information from complainants and licensees and subpoenaing persons, records and documents when required; reaching settlement of disputes either through negotiation or by rendering decisions based on evaluations of information received and in accordance with remedies allowed by statute; presenting and supporting decisions, if necessary, at hearings before the C.P.E.; ensuring compliance with decisions; conducting site visits if necessary.

Provides information regarding accreditation, veterans approval, regulations, and record keeping requirements to licensees, students, other agencies, and the general public by responding to inquiries, attending meetings, and coordinating and presenting informational seminars.

Monitors closures of private postsecondary educational institutions by requiring and evaluating information, including disposition of current students; ensuring proper resolution of each student's training which may involve negotiating agreements to complete training at other licensed institutions; securing and organizing all student records of closed schools for permanent retention by the agency.

In the absence of the agency administrator, performs duties required to ensure uninterrupted operations of the agency which may include functioning as an official agency representative before the legislature, interim finance committee, and Veterans Administration Regional Office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of state and federal laws, codes, and regulations dealing with licensure, curriculum, and operating requirements for postsecondary educational institutions. Working knowledge of agency administrative regulations, policies, and procedures and relevant state administrative rules and regulations. General knowledge of educational institutions and the regulations and policies which impact them including accreditation standards, federal grants and loans, school record keeping systems and requirements, and knowledge of other regulatory bodies and agencies which have jurisdiction over educational institutions.

Ability to analyze financial information including balance sheets, income statements, and budget projections sufficient to evaluate the financial stability of an organization. Ability to mediate between contending parties and groups, formulate alternatives and recognize their implications and negotiate persuasively to jointly arrive at solutions. Ability to inspect and compare licensee operations and programs and judge if they are similar to prescribed standards. Ability to prioritize assignments and complete work in a timely manner when there are changes in work load and assignments, a high volume of work, pressures of deadlines, or competing requirements. Ability to deal with confidential matters in a way which allows for taking appropriate action but does not compromise confidentiality.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read, comprehend, and interpret technical documents including state and federal regulations and directives, manuals, school catalogs, and trade and business publications. Ability to write grammatically correct business correspondence, comprehensive analytical reports, statistical reports, and informational articles suitable for publication. Ability to speak clearly and effectively in order to negotiate agreements, respond to inquiries, and present prepared or extemporaneous material on a one-to-one basis or before groups such as the C.P.E., private school associations, students, and media representatives. Ability to establish and maintain cooperative working relationships with co-workers, the Commission on Postsecondary Education, licensees, personnel from other State agencies, and professionals in the field of education. Ability to interact with persons of various social, cultural, economic, and educational backgrounds.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with a Bachelor's degree and major work in education, public administration, business administration or closely related field and five years of professional experience relevant to the field of education which included responsibilities for program administration and/or evaluation of educational programs; OR

II

Graduation from an accredited college or university with a Master's degree and major work in education, public administration, business administration or closely related field and three years of professional experience relevant to the field of education which included responsibilities for program administration and/or evaluation of educational programs; OR

III

Graduation from an accredited college or university with a Doctorate degree and major work in education, public administration, business administration or closely related field and one year of professional experience relevant to the field of education which included responsibilities for program administration and/or evaluation of educational programs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.227

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